

# ENACTUS AT FLORIDA STATE UNIVERSITY TEAM CONSTITUTION

## ARTICLE I      ORGANIZATION NAME

The name of this organization shall be Enactus at Florida State University.

## ARTICLE II      PURPOSE

The mission of this organization shall be to provide members the best opportunity to make a difference and develop leadership, teamwork and communication skills through learning, practicing and teaching the principles of free enterprise.

## ARTICLE III      MEMBERSHIP

### *Section 1      Membership Statement*

All regularly enrolled students of Florida State University that are interested in the economy of the City of Tallahassee, the State of Florida, and the United States are eligible for membership. No hazing or discrimination will be used as a condition of membership in this organization. Information regarding hazing can be found at <http://hazing.fsu.edu>. This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

### *Section 2      Probation*

All active voting members must attend at least 50% of the regularly scheduled functions/activities and be active on at least one committee. Members that do not participate in at least 50% of the functions/activities for a two month period and serve on one committee will be placed on probationary status. To be removed from probationary status, the member must attend 75% of the functions/activities for a two-month period and/or become involved in one committee.

### *Section 3      Revocation of Membership*

If the probationary requirements are not fulfilled at the end of the two-month period, the probationary member will have his or her membership revoked and will no longer be a member of Enactus at Florida State University. Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 majority vote of active voting members. Revocation of membership will be valid for two (2) semesters.

### *Section 4      Appeal Process*

Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Vice President of Internal Affairs, and must include any relevant information that has not already been presented. The President will then submit the appeal to the Appeals Committee. This committee consists of 2 executive board members and 3 general members. This committee will then render a decision at the next general body meeting

or in fourteen (14) calendar days, whichever occurs first.

## **ARTICLE IV      OFFICERS**

### *Section 1      Eligibility*

Only active voting members who are enrolled at least part time at Florida State University are eligible to hold offices.

### *Section 2      Titles and Duties*

Elected executive officers of Enactus at Florida State University shall be the president, vice president of finance, vice president of public relations, vice president of membership, and vice president of internal affairs. No officer will be permitted to hold more than one officer position. All officers shall retain voting rights, however, the President shall only vote in the case of a tie.

#### President

His/Her duties shall be to preside over Enactus at Florida State University meetings and to vote in case of a tie, to appoint chairpersons of Enactus at Florida State University committees, and to act as the chief executive of the Enactus at Florida State University organization.

#### Vice President of Finance

His/Her duties shall include performing the duties of the President when the President is unable to; assist committees dealing with policies and procedures of Enactus at Florida State University; and, in the case of permanent absence of the President, assume office pending approval of the organization. Other duties include and are not limited to managing annual budget; helping project managers apply for funding; making deposits and withdrawals for events and projects; keeping track of all transactions and an up-to-date and accurate account of monetary balance; communicating with project managers and creating a consistent and fair way to distribute funding to different projects.

#### Vice President of Public Relations

His/Her duties shall consist of posting a weekly email announcement to the COB list serve; making and printing flyers for special meetings and project events; updating our board in the COB; maintaining the Facebook group; updating ads on Captive Eyes; maintaining a viral presence with VP of Internal Affairs and manage the website, Facebook, Flickr, and YouTube accounts; and creating blog.

#### Vice President of Membership

His/Her duties shall consist of keeping attendance at meetings; greeting new and prospective members; attending and coordinating recruitment events; recording Enactus at Florida State University member hours logged for community service and Student Leadership Awards; coordinating social events for our team to bond outside of meeting times and project events; communicating with Enactus at Florida State University Alumni to keep them informed of chapter progress and seek guidance and advice for the chapter.

#### Vice President of Internal Affairs

His/Her duties shall consist of sending email reminders for meetings and events; taking meeting minutes and posting minutes to Blackboard account and emailing them to members; maintaining a calendar of events; taking photos and videos at meetings and events and coordinating with VP of Public Relations to maintain a viral marketing presence as well as digital historian duties.

## **ARTICLE V      SELECTION OF OFFICERS**

### *Section 1      Eligibility to Vote and Hold Office*

Ability to vote will be limited to all students who are active members (attended at least 50% of the regularly scheduled functions/activities and is active on at least one committee). Only active voting members who meet the requirements stated in Article IV, Section 1 are eligible to hold offices.

### *Section 2      Nomination Process*

The nomination of officers shall occur at the first meeting of fall semester. Any eligible member (as defined in Article III Section 1) present may nominate someone or his or herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered an eligible member (as defined in Article III Section 1). Absentee ballots and proxy ballots are not permitted in the nomination or election process.

### *Section 3      Election Process*

The election of officers shall occur at the second meeting of the fall semester. The nominated candidates will be given a chance to address the organization to discuss his/her qualifications and reasons why he/she should be selected. Once each candidate has had the opportunity to speak, all eligible members (as defined in Article III Section 1) present will have the opportunity to vote by secret ballot. The faculty/staff advisor and current highest-ranking officer not running for office will tabulate all votes. The highest-ranking officer not running for office shall announce the officer with a simple majority of votes cast by eligible members. After announcing the new officer the highest-ranking officer not running for office shall ask if any eligible members contest the count. If no eligible member contests the count the new officer shall take office immediately. If an eligible member contests the count the faculty/staff advisor and the highest-ranking officer not running for office will recount all votes. In the event of a tie, the President shall cast the deciding vote for office unless he/she is running for the said office. In that case, the next highest-ranking officer shall make the deciding vote.

### *Section 4      Term of Office*

The length of office shall be no longer than one calendar year. Newly elected officers shall take office immediately after the announcement at the second scheduled meeting in the fall semester and their terms will end at the second scheduled meeting the following fall semester once new officers are announced.

## **ARTICLE VI      OFFICER VACANCIES**

### *Section 1      Removal of Officers*

Any officer may be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

### *Section 2      Resignation*

Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officers final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

### *Section 3      Filling Vacant Officer Positions*

In the event an officer is removed or resigns, the nomination process as stated in Article V Section 2 will take place at the next scheduled meeting. The election process will take place as stated in Article V Section 3 at the next scheduled meeting following nomination. The newly elected officers term shall end at the annual election scheduled in the fall semester.

## **ARTICLE VII PROJECT COMMITTEES**

It is hereby established the goals and objectives of the Enactus organization shall be carried forward through committees, which will be organized as deemed necessary. The committees shall be separately defined, established, and deleted as necessary.

## **ARTICLE VIII ADVISOR**

### *Section 1 Nomination and Role*

Advisor(s) shall be the Sam Walton Fellow(s). The advisor shall be selected by the officers of this organization and must be approved by a simple majority vote of eligible members. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit other than he/she must be a current FSU faculty or staff member.

### *Section 2 Removal and Replacement of Advisor*

The advisor will be notified in writing of the possible removal at least one week prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a 2/3 majority vote of eligible members the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 14 calendar days.

## **ARTICLE IX FINANCES**

### *Section 1 Membership Dues*

There are no membership dues. No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.

### *Section 2 Spending Organization's Money*

For the protection of the organization and its officers it is required that two authorized signatures sign all monetary transactions. Only the President, Treasurer, and FSU Faculty/Staff Advisor can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

### *Section 3 Officer Transition*

It shall be the responsibility of all account signers to exchange contact information as well as assist in the update of new account signatures after each election with the organization's financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budget and current budget.

### *Section 4 Dissolution of Organization*

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to a charity voted upon on the last meeting.

## **ARTICLE X PUBLICATIONS**

### *Section 1 Compliance*

All advertisements of the organization must comply with the University Posting Policy (<http://posting.fsu.edu>).

*Section 2 Approval*

The Vice President of Public Relations and President must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

**ARTICLE XI AMENDMENTS**

Proposed amendments to this Constitution must be submitted to the Enactus at Florida State University President in writing. If approved by 2/3 of the total membership of the organization, a special election shall be held at the next regularly scheduled meeting vote on the proposed amendments. A 3/4 majority vote of those Enactus at Florida State University members voting in the special elections shall be necessary for the acceptance of the amendments.